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IN REPLY PLEASE REFER TO:  
15:CPO/198

June 24, 2015

TO: Interested Parties

FROM: Rick T. Sogawa   
Procurement Officer

SUBJECT: Request for Information No. PMB-2015-14  
State Public Housing Property Utility Allowance Calculation Methodologies

The Hawaii Public Housing Authority (HPHA) is seeking written comments to assist the HPHA with putting together specifications for a planned solicitation to procure services to establish site-specific utility allowances for its State low income public housing inventory of properties on the Islands of Oahu, Kauai, Maui, Molokai, and Hawaii. The solicitation will be open to all interested parties.

Written comments, suggestions, feedback on this Request for Information are appreciated by Wednesday, July 8, 2015 via email or facsimile and may be directed to:

Ms. Tammie Wong  
Contract and Procurement Office  
Hawaii Public Housing Authority  
Phone: (808) 832-6090  
Fax: (808) 832-6039  
Email: Tammie.Y.Wong@hawaii.gov

Attached is the State Public Housing Property Utility Allowance Calculation Methodologies Request for Information (RFI). Responses received will assist the HPHA in issuing a solicitation with appropriate specification requirements conforming to common industry practices so as to maximize and promote competition. The HPHA reserves the right to incorporate or not incorporate into the planned solicitation any recommendations made in response to this RFI considering the best interest of the agency.

Participation in this RFI is optional and is not required in order to respond to any subsequent procurement solicitations issued by the HPHA. Neither the HPHA nor the interested parties responding has any obligation under this RFI.

Thank you for your attention to this request.

Hawaii Public Housing Authority

Request for Information

RFI No. PMB 2015-14

State Public Housing Property Utility Allowance Calculation Methodologies

Background Information:

The Hawaii Public Housing Authority ("HPHA") seeks to procure services to establish site-specific utility allowances for its State low income public housing inventory of properties on the Islands of Oahu, Kauai, Maui, Molokai, and Hawaii. The State public housing properties are installed with master utility meters; the units are not separately metered.

The HPHA is aware of the Federal methodology for calculating utility allowance for Federal low income public housing properties in accordance with the U.S. Department of Housing and Urban Development ("HUD") regulations.

As the application of the HUD utility allowance regulations is not mandated for State public housing properties, the HPHA invites the public in assisting with identifying any drawbacks should the Federal utility allowance methodology be applied to State public housing properties and provide other possible utility allowance calculation methodologies for State public housing properties.

Information gathered from this Request for Information ("RFI") will be reviewed and evaluated to assist the HPHA with putting together specifications for a solicitation to procure services to establish site-specific utility allowances for its State low income public housing inventory of properties.

Request for Information:

Please review the information below and provide comments/suggestions to any or all of the questions. Please feel free to provide feedback on this form or address it on a separate piece of paper.

1. Are there any disadvantages in applying the Federal HUD utility allowance calculation methodology to State public housing utility allowance calculations?

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2. If not bound by Federal HUD rules, are there other methods in calculating utility allowance? Please circle:

Yes or No

3. If you answered "yes" in question 2 above, please describe other method(s) and provide the any foreseeable drawbacks of the methodology.

Comments: \_\_\_\_\_

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4. The HPHA intends to review and evaluate the information received from this RFI and select one or more methodology as a specification for the write up of a solicitation to procure the services of a contractor to develop and establish site-specific utility allowances for the various State low income public housing inventory of properties on the Islands of Oahu, Kauai, Maui, Molokai, and Hawaii. In the solicitation, the HPHA will provide a listing of the properties by island.

Are there any other information that you'd like the HPHA to consider while putting together the specifications for this procurement?

Comments: \_\_\_\_\_

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5. The HPHA intends to allow for a 90 calendar day performance period upon the HPHA's issuance of a Notice to Proceed for the planned solicitation. Is this 90 calendar day performance period for the delivery of the site-specific utility allowances feasible under each of the suggested methodologies?

Comments: \_\_\_\_\_  
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6. The HPHA intends to include the following minimum qualification requirements in the planned solicitation:

- a. Worked with a Public Housing Authority of a similar size.
- b. Familiar with utility companies, services, and type in the State of Hawaii.
- c. Personnel assigned to the awarded project shall have a minimum of 3 years of utility allowance calculation experience performed under Public Housing Authorities.
- d. Provision of 3 professional references along with the bid submission to the HPHA for similar utility allowance calculation project engagements in the United States.

Comments: \_\_\_\_\_  
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7. Are you able to provide the requested services? If not, are you able to provide the type of company(s) you feel would be able to provide this type of service?

Comments: \_\_\_\_\_  
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8. Will your company respond and provide an offer/bid for the planned services?

Comments: \_\_\_\_\_  
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Thank you for your comments.